



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: August 18, 2016

HSS 16 025

MEDICAL RESERVE CORPS UNIT MANAGEMENT

FOR

DIVISION OF PUBLIC HEALTH

Date Due: September 29, 2016
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED BID.
Responses to questions received and asked at the pre-bid meeting on August 18, 2016
are attached.

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Medical Reserve Corps Unit Management

RFP HSS 16 025

Questions & Answers

August 18, 2016

1. Section number- II – Scope of Services; C –Scope of Services

Paragraph number - 2

Page number - 4

Question - Based on past experience, offering stipends to teach self- management programs will increase securement and sustainment of lay leaders. Will this be an allowable expense?

Answer – The stipend cost is a permissible cost, and should be allocated at \$40 per class (6 classes per a DSMP with 2 Lay Leaders per DSMP). In addition, allocating cost for an annual Lay Leader volunteer luncheon (estimated 45 attendees).

2. Section number – II - Scope of Services; C –Scope of Services, Training

Paragraph number – A

Page number – 5

Question - Based on past experience, offering Continuing Education Credits for trainings to volunteers could be beneficial to volunteer retention. Will this be an allowable expense?

Answer – Yes.

3. Section number- II – Scope of Services; C –Scope of Services, (2 sections) Emergency Response and Public Health Outreach

Paragraph number - Emergency Response –C, and Public Health Outreach - E

Page number - 6

Question - Is there a set level and requirement for volunteer workers compensation & liability?

Answer – Section IV.D.7.f, Page 24 and 25 of the RFP addresses Worker's Compensation Act and Liability insurance requirements for the contractor and their employees. As far as the Volunteers, the contractor should carry coverage for injury to volunteers while they are "on duty". There is no set limit only that coverage is required.

4. Section number – II – Scope of Services; C –Scope of Services, Funding

Paragraph number - B

Page number - 8

Question - What is the total amount of annual funding available?

Answer - Funding amount will be negotiated at the time of contracting.

5. Question - Should indirect costs be limited to a certain amount of the bidder's proposed budget?

Answer - Yes, not to exceed 12%

6. **Question** - Are marketing items (such as pens, flashlights, chip clips) to be used at outreach events be considered an allowable expense?

Answer - Funds for such expenditures may only be used for marketing items for DMRC recruitment and promotion.

7. **Section number –D- Contract Terms and Conditions, 3 – General Information**
Paragraph number - a
Page number - 20

Question - The contract term is 1 year up to 2 optional (1 year) extensions. Should the submitted budget include year 1 only or for all three years?

Answer - A detailed budget should be submitted for the 1st year and an anticipated budget for years 2 and 3. The proposal should include separate budgets for the management of a county-specific Medical Reserve Corps unit and for Diabetes/Chronic Disease Self-Management portions of the RFP.

8. **Question** - Can the cost of volunteer recognition be included in the budget?

Answer – Yes.

9. **Question** - Can the cost of attending national and regional conferences be a line item in the budget?

Answer – Yes.

10. **Question** - How often should background checks be done on volunteers?

Answer - Background checks should be done on volunteers who have completed the orientation and shelter training. Ideally background checks will be completed on volunteers prior to deployment to shelters. Background checks do not need to be repeated.